



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-710A44

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

FINANCE

REVENUE

AGENCY

DIVISION

ITEM  
NO.

DESCRIPTION

RETENTION

This schedule Amends Retention only for Item #10  
in Schedules #C-710

10.

**CORPORATION AND PERSONAL PROPERTY  
TAX ROLLS**

These files consist of pressboard bound volummes and list taxes to be collected each year. Within the volummes are lists of corporations and persons in approximate alphabetic sequence by district and account number. The tax rolls show the same information as the tax bill and the collectors stub. The tax rolls are the official document for tax billing.

Retain in office for five (5) years after tax year, then microfilm. Retain film for 20 years. Destroy paper files after microfilm is accepted.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

7/10/96  
DATE

*Serald A. Turek*  
SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

7/12/96  
DATE

*James E. [Signature]*  
SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

7/18/96  
DATE

*Scott A. [Signature]*  
SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

SEP 26 1996

DATE

*Edward C. [Signature]*  
SIGNATURE

SIGNATURE